



ADDRESS/RECORDS WORKSHEET & INSTRUCTIONS

REQUIREMENTS:

Complete attached worksheet.

Submit a plot plan showing

- ◆ Property lines with exact dimensions
- ◆ All streets and alleys adjacent to the site
- ◆ A North arrow
- ◆ Any Easements
- ◆ Approximate location of existing buildings
- ◆ Approximate location of proposed buildings and/or additions
- ◆ If the site is a corner lot, show the principal entrance of the structure(s)
- ◆ If the site is undeveloped or being wholly redeveloped, show size, location and species (common name) of all trees over 6" in diameter measured 4 ½' above the ground
- ◆ If the site is being short platted, include the existing legal description with it's corresponding dimensioned site plan as well as the proposed new parcel legal descriptions and their corresponding dimensioned property boundaries

You may use 8 ½" x 11" paper. Please submit the drawing on a separate sheet of paper. A complete site plat or site survey is also acceptable.

For sites that have a Short Plat (SP) or Lot Boundary Adjustment (LBA) in process, you must submit a copy of the SP or LBA as part of your application. If your site has been part of a SP or LBA in the past, include that information in the legal description (for example, Parcel A of SP#2100667).

If you have had a Pre-Submittal Conference concerning your current project within the last six months, you must enter the project number you were assigned at the meeting in the space provided in Line 7. It is also important to include a copy of the Pre-Submittal notes. These notes will provide valuable information to your Permit Leader/Land Use Planner, which will facilitate a more complete intake appointment.

With sites with more than two buildings, a Building Identification Plan, or Key Plan will also be required. Request Director's Rule 8-2000 for further information. Single family residences with accessory structures are exempt from this requirement.

Your Project Number is valid for one year.

SUBMITTING AN ADDRESS/RECORDS WORKSHEET:

This worksheet is required for all permits except Subject-to-Field-Inspection (STFI) permits, mechanical permits, lot boundary adjustments and unit lot subdivisions.

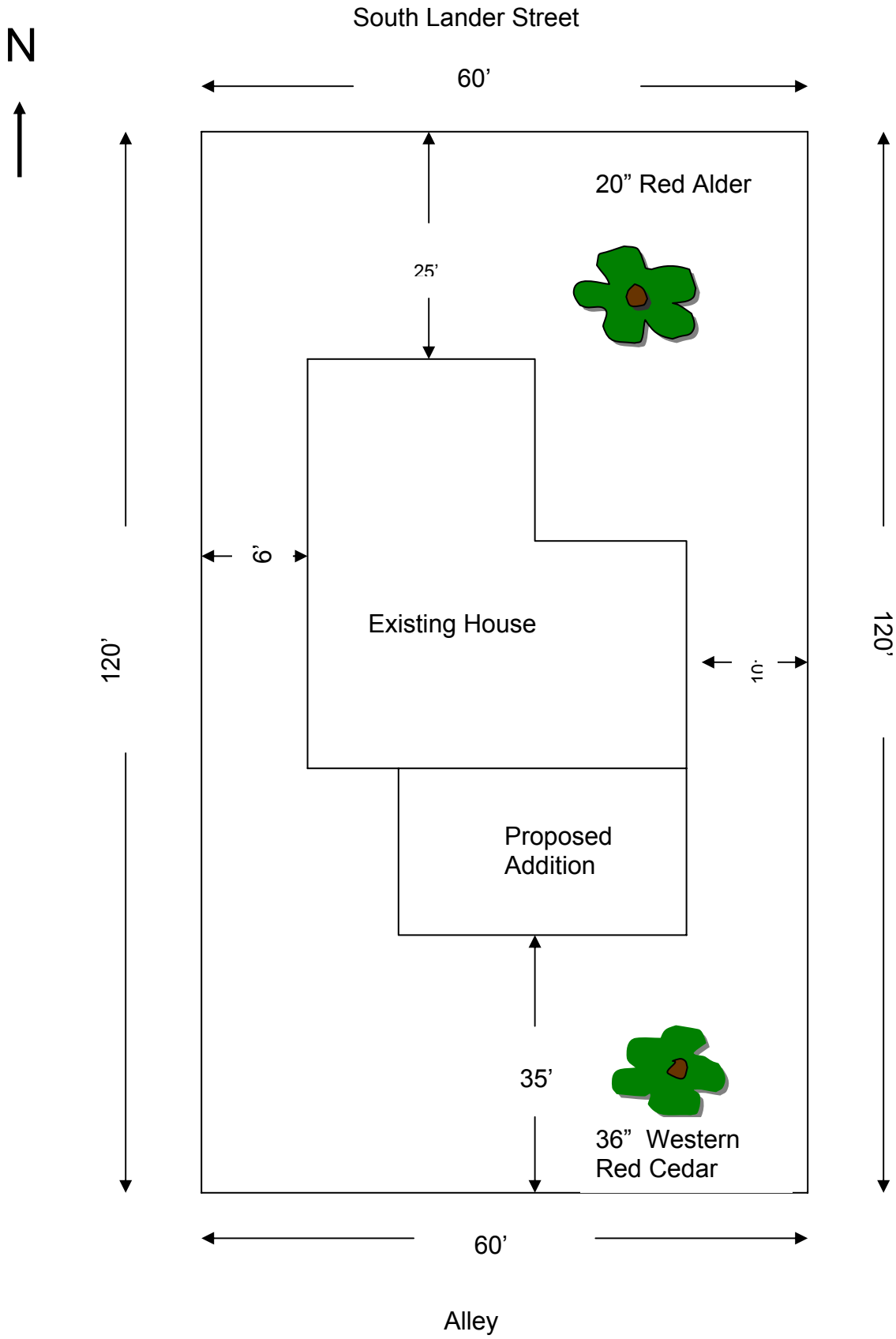
1. Mail **complete** worksheet with 2 copies of the plot plan to:

DCLU – Addressing Permit Technicians
Applicant Services Center
700 Fifth Avenue, Suite 2000
Seattle, WA 98104-5070

2. **Fax** complete worksheet and plot plan, **ATTN: Addressing Permit Technicians**, to (206) 233-7866.
3. **Drop off** application at the Applicant Services Center front desk. Worksheet must be complete or it may not be processed. A project number will be mailed to you generally within 48 hours.
4. You may also leave your worksheet at the front desk in the Applicant Services Center. Staff will take your name and give your worksheet to an addressing technician who will complete the research and assign a project number **while you wait**. This process is on a first come-first served basis Monday, Wednesday, & Friday, 7:30 a.m. to 11:30 a.m. and Tuesday & Thursdays, 10:30 a.m. to 11:30 a.m. Because of high volumes, we will process a maximum of two worksheets while you wait. Additional worksheets will be processed as drop-offs.

All permits for construction or future construction (Land Use) that involve earth disturbance (including staging areas) require a Pre-Application Site Visit. Please complete the attached “**Pre-Application Site Visit Request Form**” (canary yellow). This form will be forwarded to the Site Inspection Group along with the 2nd plot plan for their review

PLOT PLAN EXAMPLE





Project Number _____

(Please refer to attached instructions)

1. **Property Address:** _____
2. **Building Identifier(s)** _____
3. **King County Assessor's Parcel Number(s):** _____
(King County Assessor's Office 206-296-7300)
4. **COMPLETE Legal Description (attach copy if lengthy):** _____

5. **Project Description:** _____

Single Family Residence ☐

Commercial ☐

6. **Is Parcel Vacant Property?** Yes ☐ No ☐

7. **Have you had a PAID ☐ Land Use / ☐ Building Code Pre-submittal Conference within the last 6 months? If so, enter the project number here: _____ and attach copy of Land Use Notes from pre-application meeting and attach copy of receipt if available.**

8. **Owner/Lessee Name:** _____

9. **Contact for this project: Name:** _____ **Phone:** () _____

E-mail address: _____ **Fax No.** () _____

Mailing Address: _____

City: _____ **State:** _____ **Zip** _____

10. **Applicant's Name:** _____

11. **Applicant's relationship to this project (check one):**

- ☐ Owner ☐ Lessee ☐ Licensed Architect ☐ Licensed Engineer
☐ Licensed Contractor ☐ Courier/Messenger ☐ Owner's Agent (if none of the above)

12. **Please identify any Land Use components of your application:**

- | | | |
|---|--|--|
| <input type="checkbox"/> SEPA | <input type="checkbox"/> Shoreline Substantial Development | <input type="checkbox"/> Sidewalk Café |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Shoreline Variance or Cond. Use | <input type="checkbox"/> Special Exception (Antenna) |
| <input type="checkbox"/> Administrative Design Review | <input type="checkbox"/> Council Conditional Use | <input type="checkbox"/> ECA Admin. Conditional Use |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Council Concept Approval | <input type="checkbox"/> ECA Exception |
| <input type="checkbox"/> Admin. Conditional Use | <input type="checkbox"/> Rezone, Shoreline Re-designation | <input type="checkbox"/> Structural Bldg. Overhang |

13. **Applicant Signature** _____

DCLU USE ONLY

Established address (if other than above): _____

Zoning: _____

History in system Y/N Shoreline Y/N GIS Page _____

ECA B _____ C _____ Y/N Date _____

Overlays/Urban Villages Permit Tech _____

Protected Landmark Y/N # _____